Position: ADMINISTRATIVE ASSISTANT Title IV-E

DEPARTMENT: Title IV-E Child Welfare Training & Stipend Project
IMMEDIATE SUPERVISOR: Title IV-E Project Coordinator
POSTING DATE: December 21, 2017
CLOSING DATE: Posted until Filled
SALARY: $20.00 to $25.00 per hour, DOQ/E Full time (40 hours/week) Benefited
STATUS: Non-Exempt (Hourly)

APPOINTMENT: This position is for 12-months, full-time, and is a non-academic appointment with the San Jose State University Research Foundation. Continuation of the position is dependent upon the availability of federal funding/grant and annual renewal of the contract with California Social Work Education Center (CalSWEC).

GENERAL NATURE OF POSITION:
Under the general direction of the Project Coordinator, the Administrative Assistant provides a full range of secretarial and clerical services to the staff of the Title IV-E Child Welfare Training Project.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1) Performs administrative/clerical support duties for the Project, involving contact with faculty, staff, students and social services agencies. Able to communicate with students and Project Coordinator in matters that require strict confidentiality or are delicate in nature.

2) Provides a full range of functions in word processing, including reports, curriculum materials, student schedules, directories and other program teaching materials, interview packets, student orientation packets and brochures for distribution.

3) Develops, maintains, updates, and monitors the Title IV-E program accounts on a computerized program system and provides monthly financial reports. Complete data entry/updates to CalSWEC Student Information System (CSIS database) for all participating students. Develop/maintain monitoring system for CalSWEC student job search requirements and hire status. Completes and processes staff time sheets, requests for travel, expense claims and requisitions. Orders supplies and equipment. Knowledge of shipping and receiving practices such as UPS, FEDX, USPS.

4) Develops, prepares, and distributes program forms as well as informational materials. Distributes Title IV-E Program information to prospective applicants as requested. Updates and maintains curriculum materials lending library.

5) Updates and maintains computerized databases and generates statistical reports and maintains the security of all confidential records and files.
INTERPERSONAL CONTACTS:

- Reports to the Project Coordinator
- Provides full range of clerical services to all Project faculties.
- Interacts daily with faculty, staff, and students of SJSU as well as San Jose State Research Foundation employees

QUALIFICATIONS

Education and Experience:

- A high school diploma, along with a minimum of five years’ general office and clerical experience involving record keeping and data entry.
- An AA or Bachelor’s degree is highly preferred

Knowledge, Skills, and Abilities Required:

a) Excellent interpersonal capabilities. Able to build and maintain effective professional relationships across all levels.
b) Ability to work with staff, faculty and students in a culturally diverse environment.
c) Ability to communicate effectively in writing, in person and by telephone
d) Knowledge of computer programs including MS Word, Excel, PeopleSoft, Access, Filemaker pro, and the ability to type 45 WPM
e) Ability to develop, organize, and maintain various office systems.
f) Knowledge and experience with filing, record keeping, purchasing and time keeping practices
g) Ability to monitor, budget, and reconcile financial records
h) Ability to work independently at times, to apply effective problem-solving skills, be creative, and a team player
i) Knowledge and experience in use of photocopy machines, fax machines, calculator, and other office equipment.
j) Must own vehicle and have a good driving record. Will be asked to take the CSU Drivers’ course.

Environmental Conditions:

- Typical office environment and equipment. Requirements may include the need to sit or work at a computer terminal for long periods of time on projects.
- May be required to walk/travel across campus to other offices or buildings on and off the main campus.

Complexity of Duties

- Works on a variety of tasks requiring planning, organization and problem solving
- Requires the ability to function both as an individual contributor and as the member of a team, depending upon tasks or responsibilities.

Supervisory Responsibilities:

None, though will be asked to train, oversee, and direct the work of student employees, as appropriate.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment. This background check must be completed before the actual start of employment.
APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information, including the job description, may be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html. You may also obtain information in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

San Jose State University Research Foundation
Attn: HR/Job Code Title IV ADMIN
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION

is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.